Capital Outlay Request

Capital Outlay refers to expenditures for the acquisition of fixed assets or additions to fixed assets. For GSRP, capital outlay refers to costs in excess of $5,000 for developmentally appropriate equipment (per project), or building purchase and renovation costs to meet Public Act 116 of 1973, as amended, licensing approval, or to provide sufficient classroom space. A capital outlay request must be submitted by the ISD for each proposed capital expenditure. Prior approval by MDE is required before the funding for the item is obligated. Keep this form on file to reference pre-approval in MEGS+ review comments and for a fiscal review.

ISD:

Subrecipient:

Date of request:

Fiscal Year and Budget from which expenditure is requested:

FY: _____

☐ Program Budget   ☐ Transportation Budget   ☐ Carryover Budget

Please provide the following information for consideration.

1. How is the ISD/subrecipient requesting to expend GSRP funds?

2. Provide justification for the purchase or renovation.

3. What is the total estimated cost of the purchase or renovation? Provide details if extensive.

4. Of the above amount, what is the total amount requested from GSRP funding?

5. Is there an ISD or subrecipient requirement to seek bids that is applicable to this request? If so, why was the recommended bid chosen?

6. Will there be shared use? If so, explain the basis for the cost sharing.

7. Provide details on the ongoing costs associated with the purchase or renovation and how those costs will be funded.

8. If this is a purchase that will be installed on subrecipient property or is a renovation, what assurance does the subrecipient provide that GSRP will continue to benefit from the purchase or renovation?

9. If these GSRP funds are from a current year allocation, and used for capital outlay, how does the subrecipient intend to provide all other required program services?

Subrecipient Representative:

ISD Review and Approval:

Does the ECC or ECS approve the requested capital outlay expenditure for this subrecipient?

ISD Approved by:

MDE decision:

☐ Approved

Date:

☐ Not Approved

Date:

Reason: